



Policy and Procedure #445

Residential Client Medical / Social Leave

Approval: _____ Effective Date: 5/9/24

POLICY:

DDA case manager must be notified in writing at least two weeks prior to the anticipated social / medical leave of absence whenever a client is expected to be absent from EFI services for more than 7 days.

PROCEDURE:

1. The Supervisor will:
 - a. Fill out the top half of the "IMR Payment Request for Approval Social / Medical Absence" form.
 - b. Send the "Payment Request" form to the Residential Director two weeks prior to leave of absence.
 - i. Residential Director will review, sign and send a copy to the DDA Case Manager. The original will be filed in the client's file.
 - c. The supervisor will report changes in the status of a person's absence to the DDA case manager immediately.
 - d. In the case of emergencies requiring an absence of more than seven days the supervisor will immediately secure verbal approval for payment from the DDA case manager.
2. For any medical leave that requires any overnight stay in a medical facility, the Finance Director must be notified so that a cost of care adjustment can be submitted to DSHS
3. Payments for social or medical leaves in excess of 17 consecutive days require prior written approval by a DDA administrator.